

TITLE, SERIES, GRADE: Program Specialist (Trainee), GS-301-05/07/09

SALARY RANGE: GS-05: \$30,386 - \$39,501 per year

GS-07: \$37,640 - \$48,933 per year

GS-09: \$46,041 - \$59,852 per year

PROMOTION POTENTIAL (IF ANY) TO: GS-11

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-JC-047

AREA OF CONSIDERATION: All US Citizen - Open to students in the local commuting area

OPENING DATE: 05/11/07

CLOSING DATE: until filled

**This position is being filled under the Student Career Experience Program (SCEP)**

What is the Student Educational Employment Program (SCEP) - it is a program that provides Federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school. Students in the SCEP may be noncompetitively converted to term, career or career-conditional appointments following completion of their academic and work experience requirements.

WORK SCHEDULE: Temporary Full-Time or Part-Time

TIME LIMIT: Temporary, not to exceed 12 months with the possibility of yearly extensions based on program needs and requirements.

THE CUT-OFF FOR THIS POSITION WILL BE THE END OF EACH MONTH UNTIL THE POSITION IS FILLED.

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Administration, Human Resources Management Unit, Executive Resources Group, Washington, DC

NUMBER OF VACANCIES: 1 position

As you explore your future job options, we invite you to consider the rewarding and challenging career opportunity as a Program Specialist responsible for supporting the Criminal Division's executive resources and personnel policy work. The Criminal Division is responsible for a wide variety of challenging work that touches on every area of criminal law. Indeed, as the second largest Legal Division in the Department of Justice, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news, from fraud to computer crimes, and more. For more information regarding the work of the Criminal Division, please visit our website at: [www.usdoj.gov/criminal](http://www.usdoj.gov/criminal).

The Division's Human Resources Management Staff, a fully operational personnel office, is committed to providing customer-focused services and innovative solutions within a fast-paced team environment that supports the work of the Division's more than 800, mostly DC-based, employees. The Program Specialist position being advertised is located on the Policy, Evaluation and Executive Resources Management Staff. In addition to providing operational support for the executive resources program, this staff also evaluates the efficiency of organizational processes and the effective use of personnel in meeting mission critical program requirements. In the policy area, this Staff works on developing policies and regulations that impact on human resources.

We encourage you to learn more about joining our fast-paced work environment and become part of a dynamic team responsible for all facets of policy, evaluation and executive resources work.

#### JOB SUMMARY:

The incumbent serves as a Program Specialist and performs a variety of coordinating and crosscutting duties requiring a comprehensive knowledge of the interrelationships among multiple human resources fields. Administers, provides authoritative policy advice, and processes personnel actions for Senior Executive Service (SES), Senior Level (SL) and Schedule C employees. Develops and recommends executive resources policies and procedures that support accomplishing the Division's strategic goals and objectives. Monitors and evaluates new legislation and regulations affecting executive resources and prepares comments, action plans and/or implements requirements.

#### MAJOR DUTIES

- Identifies and performs routine liaison tasks to support the organizational planning process and/or fulfill a number of organizational requirements.
- Prepares administrative paperwork and personnel actions.
- Performs a variety of duties related to special projects involving administrative or program issues.
- Conducts extensive research and compilation of data from diverse sources.
- Extracts and assembles information, conducts analysis and develops reports or presentations.
- Assists in the resolution of well-precedented program and/or administrative issues.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

To qualify for the GS-05 level: Three years of general experience, one year of which was equivalent to the GS-04 level which demonstrates the ability to: analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; and

communicate effectively orally and in writing.

To qualify for the GS-07/GS-09 level: Applicant must have one year of specialized experience equivalent to the next lower level.

**SPECIALIZED EXPERIENCE** is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**EDUCATION SUBSTITUTION:** As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-5 Level: Four year course of study leading to a bachelor's degree.

At the GS-07 Level: One (1) full year of graduate level education OR superior academic achievement.

At the GS-09 Level: Two full years of progressively higher level graduate education or equivalent degree (such as LL.B and J.D.).

**REQUIREMENT** for Outstanding Scholar Program (superior academic achievement) is based on class standing, grade-point average or honor society membership. Applicants must have a four-year degree and have a 3.5 or higher out of a possible 4.0 OR be elected to a national scholastic honor society OR must be in the upper third of the graduating class.

**QUALITY RANKING FACTORS** otherwise known as Knowledge, Skills, and Abilities (KSAs) for the GS-05 and GS-07 level:

- 1) Ability to manage special projects.
- 2) Skill in using databases and spreadsheets for analysis.
- 3) Ability to communicate orally and in writing.
- 4) Ability to perform administrative management functions to service customers in the human resources area.

**QUALITY RANKING FACTORS** otherwise known as Knowledge, Skills, and Abilities (KSAs) for the GS-09 level:

- 1) Ability to manage special projects from planning to execution.
- 2) Skill in using databases and spreadsheets for analysis and decision making to improve program performance.
- 3) Ability to communicate orally and in writing.
- 4) Ability to perform administrative management functions to service customers in the human resources area

**QUALITY RANKING FACTORS:** Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal

of performance.

#### MEETING SCEP REQUIREMENTS:

- Applicants must be at least 16 years of age at the time of appointment.
- Currently enrolled on at least a half-time basis in an accredited high school, technical or vocational school or be enrolled in a 2 or 4 year college or university, undergraduate; be enrolled in academic, vocational, or technical program leading to a degree diploma or certificate.
- Have a cumulative GPA of 2.5 or better on a 4.0 scale.
- Provide proof of enrollment and GPA in addition to submitting a resume. If you do not provide your most recent transcript to verify GPA and proof of enrollment, you will not receive consideration for this position.

#### HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612) OR any other written format chosen, including the SF-171.
- Applicants must submit their most recent transcript to verify GPA and proof of enrollment. If you do not provide your most recent transcript to verify GPA and proof of enrollment, you will not receive consideration for this position.
- Applicants must also submit a separate statement address the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and a copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- JOB INFORMATION--Announcement number, title and grade(s) of the job for which you are applying;
- PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or

GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.

- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

#### WHERE TO SEND APPLICATIONS:

Applications and supplemental documentation can be e-mailed to:

[CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

#### NOTE:

- Relocation expenses are not authorized.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications mailed in government franked envelopes will result in non-consideration for this position. This also includes those sent through the internal mail.
- If substituting education for experience, transcripts must be submitted.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is an excepted service position.
- If substituting education for experience, transcripts must be submitted.
- Time-in-grade requirements must be met by the closing date of this announcement.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin,

religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

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